



*Embassy of the United States of America
Ambassador's PEPFAR Small Grants Program
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Harare*

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Dear Applicant:

Thank you for inquiring about the Ambassador's PEPFAR Small Grants Program. The goal of this program is to support worthy projects submitted by local communities, addressing the needs of persons affected by the HIV/AIDS pandemic.

Enclosed you will find all of the information necessary to apply for year 2011 funding. We encourage applicants to submit all necessary documentation no later than January 31, 2011 for the year 2011 funding cycle. Please note that we receive hundreds of applications and have only enough funds for a few projects. We therefore urge you to continue your search for funding from other sources. In the meantime, we ask that you do the following to complete the application process:

READ THE INSTRUCTIONS carefully and note the types of projects that we do and **DO NOT** fund. Please note that newly formed cooperatives and clubs starting new income-generating projects are **NOT** eligible for funding. A group must have already started working, must have a site and must be earning income.

HAVE A PLANNING MEETING WITH YOUR GROUP to discuss exactly what the group needs and for which items the group will apply. Your request must be precise and detailed. Remember that this is to be a self-help effort. Your group must be able to contribute a substantial part to the final goal. The project you propose must also be one that can be completed in twelve months.

WRITE YOUR APPLICATION PROPOSAL, COMPLETE THE APPLICATION CHECKLIST PAGE, AND GATHER ALL REQUIRED MATERIALS. Describe as much as you can about your community and how the project will benefit the group. If you are a group that is working together, please explain in detail what you are currently doing to earn income. Be very specific about what you want to purchase if you receive a grant, remembering to keep your request within our funding limits. Obtain quotations for every item you are requesting, including installation and transport charges, if any, with the sales tax listed separately. If we agree to fund your proposal, we will pay the suppliers directly for the exact amount of the cost of the items requested. Draw a map showing how we can reach the project site from Harare.

Finally, attach your written project proposal, quotations, map or explicit directions, and letters of recommendation from local officials, such as the Headman, Chief and/or the Rural District Council to the checklist page and post them to us at the above address. Should you be in possession of photographs of the project, they will also be helpful in our consideration of your project.

You will be notified of our decision by post by March 2011.

Best regards,

Mrs. Dawn P. Anderson, Coordinator
Ms. Sandra Mawodzwa, Asst. Coordinator

Ambassador's PEPFAR Small Grants Program Guidelines

The Ambassador's PEPFAR Small Grants Program is designed to aid those organizations and communities that are willing to **help themselves**. THE GREATER THE INVOLVEMENT AND CONTRIBUTION FROM THE LOCAL COMMUNITY AND THE MORE PEOPLE THE PROJECT WILL BENEFIT, THE BETTER YOUR CHANCES ARE TO QUALIFY FOR ASSISTANCE. Projects will be judged on merit and how they compare to the other submitted applications.

EXAMPLES OF ACCEPTABLE PROJECT PROPOSALS

We are always interested in receiving proposals for innovative and exciting projects. The local community group, not the local officials, must submit project proposals. The Ambassador's PEPFAR Small Grants funds are exclusively awarded to community groups whose members are affected or infected by HIV/AIDS. The items listed here are not the only ones we will consider, but they are examples of acceptable project types:

INCOME GENERATION:

Grinding mills, carpentry, welding, weaving, sewing, etc.

SMALL CONSTRUCTION PROJECTS (equipment and furnishings):

Crisis centers, health facilities, workshops, housing for nurse, shelters

WOMEN'S/CHILDREN'S PROJECTS (small construction – equipment and furnishings):

Schools, crèches, resource centers, orphanages, craft centers, dormitories

WATER DEVELOPMENT:

Boreholes, irrigation, water storage, fencing, reticulation, toilets and shower stalls

NOTE: Projects must have diverse membership (no single families) and must be already established.

UNACCEPTABLE PROJECTS

- Cash, sponsorships, start-up funds/loans, land or property purchases
- Personal/individual/single family enterprises
- School or exam fees
- Operating costs, such as rent, salaries, labor
- Office equipment and supplies
- Computers, musical instruments, sports equipment and uniforms
- Construction for repairs due to neglect or lack of money
- Projects of a purely political, military or religious nature
- Cultural programs, theater, dance or drama groups
- Purchase of cattle, pigs, chickens or other animals, pesticides, herbicides, or fertilizers
- Activities with negative environmental consequences
- Vehicles

Ambassador's PEPFAR Small Grants Program Application

Checklist

GROUP/PROJECT NAME _____

PROJECT MANAGER'S NAME _____

ADDRESS _____

TELEPHONE _____

PROVINCE _____

DISTRICT _____

In your application, please sign this form and include **ALL** of the following:

1. A full description of your group (coop, club, etc.), telling number of members, how long you have been working together, current activities, current amount of money saved, etc. How many people in the surrounding community will benefit? Add any other information about your group that you feel would be helpful for us to know. Please include a copy of your registration if you are a registered cooperative or pre-cooperative.
2. Financial Information: What is your product or service? **In the past 12 months:** a) How much money have you received from the sale of your product or service? b) What have your costs been to make or purchase your product? c) How much has been paid out in salaries and/or allowances? d) How much have you reinvested in your business?
3. A clear statement of the project you wish to undertake with our help, specifying the labor, materials, funds and expertise your group will contribute and exactly what materials you are requesting from the U.S. Embassy.
4. Quotation invoices for each item you wish us to purchase for you, including the cost of transporting it to your site and installation if needed. **The Vendor must list sales tax separately on the quotation submitted.**
5. Supporting letters from local officials, giving their names, contact addresses and telephone numbers. You may also include supporting letters from other sources such as your District Administrator, MP, an NGO in your area, etc, but you **MUST** have a letter stamped and signed from your Rural District Council or AGRITEX Officer. For gardening projects we strongly recommend that the AGRITEX Officer look at your site to assess the suitability of the equipment requested.
6. Explicit written directions or a hand-drawn map showing clearly how to get to your project from the nearest large town, indicating distances and unpaved roads. Draw to scale and identify local landmarks such as schools, clinics and dams.

I hereby certify that the project for which I am requesting funds has never received any financial or technical assistance from this Program, or any other branch or officer of the U.S. Government.

Signature _____

Date _____

YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION. ALL MATERIALS MUST BE RECEIVED BY January 31, 2011

Post completed form to: PEPFAR Small Grants Program, U.S. Embassy, P.O. Box 3340, Harare